



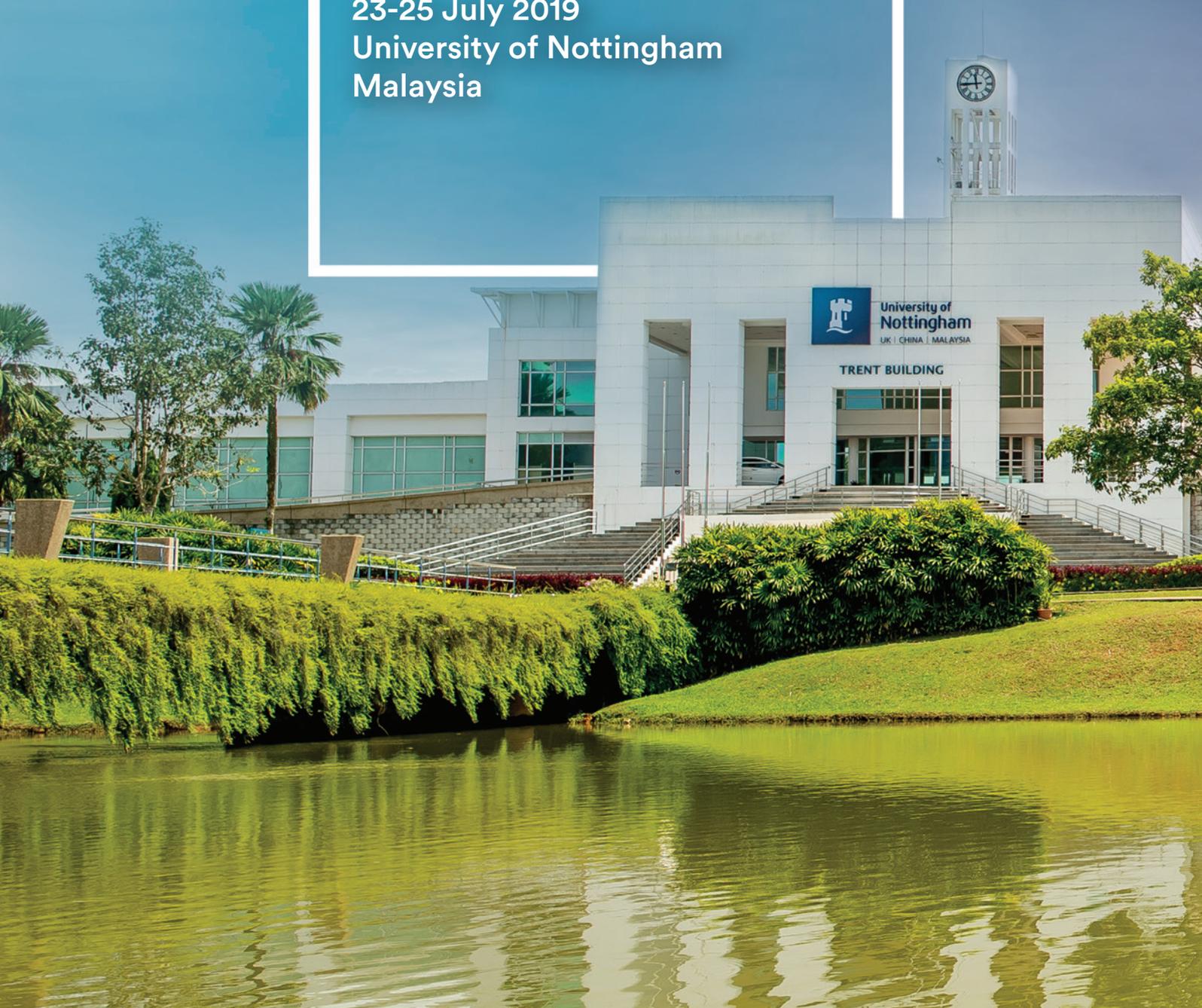
University of  
**Nottingham**

UK | CHINA | MALAYSIA

# Developmental programme for new managers

23-25 July 2019

University of Nottingham  
Malaysia



# Developmental programme for new managers

In this programme, you will be introduced to the essential skills needed to be a new manager. This covers the key concepts and frameworks fundamental to strategy and strategic thinking to cost accounting and budgetary, managing people, changes and conflicts, team dynamics and motivation, coaching and leadership.

This is a three-day developmental programme preparing new managers (current and potential) for greater responsibilities and progression in their organisations.

During day one, you will be trained to develop an appreciation for the need to develop a strategic mindset; and recognise the difference between operational and strategic management. In day two, you will then be introduced to the basic concepts relating to costing and budgeting as well as their use in strategic management and control. In day three, you will be introduced to elements that are viewed as key managerial criteria for effective and efficient management of people. These skills pave the way for managers to be more sensitive and better in managing various resources by finding a balance between people and organisational needs. The programme combines the use of classroom delivery, classroom discussion and hands-on case studies in a business-oriented environment.

The primary focus of this training is to equip you with the basics of what it takes to assume greater responsibility as a new manager. This includes the shift from operational to a strategic mind-set, develop an aptitude for cost accounting and budgetary responsibility, people management and leadership development. The end goal is to assist you to transition better from your day-to-day operation work to managerial responsibilities in your organisation.

## Learning outcomes

After completion of the training, you will be able to:

- Understand the need to develop a strategic mindset and how that is different from operational focus.
- Understand various cost concepts and their roles in managerial functions.
- Apply corporate budgeting for planning, control and performance measurement.
- Differentiate the functions of a manager and the role of a leader.
- Develop motivational programmes for employees.
- Utilise decision tools in planning and problem resolution.
- Demonstrate good skills in managing change and conflicts.
- Demonstrate good team leadership skills for high team performance.
- Develop analytical, problem solving and presentation skills.

## Programme outline

### Day one

#### Strategic thinking and internal analysis

- What is Strategy?
- What is Strategic Thinking? Why is it important?
- Operational vs Strategic Management
- Value chain analysis and implication on organisational cohesiveness

### Day two

#### Part one: Corporate reporting

- External performance of managers
- Financial performance and position
- Non-financial performance

#### Part two: Costing and corporate budgeting

- Cost, cost behaviour and classification
- Costing and decision making
- Corporate budgeting and business strategy
- Budgetary control and performance measurement

### Day three (first half):

#### So, you are a manager! What now?

- Knowing what you do as a manager
- Are you a Boss (manager) or a Leader?
- Motivation, coaching and delegation
- Decision making and problem solving
- Managing change and conflict
- Competent team leadership = good results

### Day three (second half):

#### Presentation by participants

- What are the strategic and business organisational issues?
- What are the cost accounting and budgetary issues?
- What are the possible resolution to these issues?
- What are the recommendations?
- What are the people management and leadership qualities essential to implement the recommendations?

#### Methods of training and assessment

- Classroom discussions
- Flipchart presentations for brainstorming
- Hands-on case studies
- PowerPoint presentations
- Presentation from participants
- Assessment of participants' presentation

## Further information

To find out more about this programme, please contact Nottingham University Business School (NUBS) Malaysia Executive Education or visit our website

Dr Angelina Yee

+603 8924 8277

NUBS.EDP@nottingham.edu.my

nottingham.edu.my/Business/ExecutiveEducation

# Developmental programme for new managers

## Programme leaders



### **Dr Jayalakshmy Ramachandran**

Dr Jaya is an Assistant Professor of Accounting at Nottingham University Business School Malaysia. She has 20 years of experience in academia and seven years of experience as a professional auditor. She is a Fellow Member of the Institute of Chartered Accountants of India and a Chartered Accountant, MIA. She has several

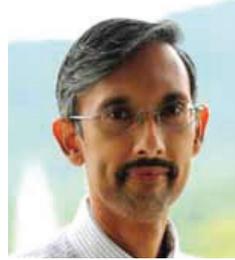
years of experience in providing corporate training for executives and top management in accounting and corporate governance. Dr Jaya is a Malaysian HRDF Certified Trainer (TTT/7169)



### **Dr Avvari V. Mohan**

Dr Mohan is an Associate Professor of Strategic Management at the Nottingham University Business School, Malaysia. Dr Mohan's interests are in strategic management, management of innovation, and responsible business strategies (CSR). He has conducted training for national and international organisations and

Government agencies, served as a Council Member of the Consumer Forum (CFM), is on editorial panels for research journals and has published in international journals and conferences. He is a Malaysian HRDF Certified Trainer (TTT/7163).



### **Mr Mathew Abraham**

Mr Abraham had been working in the corporate sector, primarily in logistics services, for eight years in the Human Resource field, handling functions ranging from Recruitment and Selection, Training and Development, Performance Appraisal and Compensation and Industrial Relations matters. He has conducted numerous

in-house training for staff on soft-skills as part of training and developmental activities. He later moved on to the education sector and began teaching modules on HRM and Management both at undergraduate and postgraduate levels. Beyond teaching, his current role is as the Director of MSc Programmes with the Nottingham University Business School, Malaysia and he was also previously the Faculty Manager of the Faculty of Arts and Social Sciences. Mr Abraham has a bachelor's degree in Management from University Sains Malaysia, and a master's degree in HRM and Industrial Relations (IR) from the University of Newcastle, Australia. He has also completed a Professional Post-Graduate Diploma in HRM from the Malaysian Institute of Human Resource Management. In addition, he holds a Postgraduate Certificate in Higher Education and is a Fellow of the HEA UK. His current research focus is on talent practices in SMEs. Mr Mathew Abraham is a Malaysian Human Resource Development Fund (HRDF) Certified Trainer (TTT/7175).

## Programme outline

Time	Day 1 / Organising Your Mindset – Strategic Thinking And Internal Analysis	by
8.00am	Registration – Day 1	
8.30am	<b>Introduction and Workshop aims</b> <ul style="list-style-type: none"> <li>▪ Welcome and Workshop Overview</li> <li>▪ Day 1 Programme, Learning Outcomes, Ground Rules and Expectations</li> <li>▪ Ice breaker and individual sharing</li> </ul>	Avvari Mohan
9.30am	<b>Strategy and Strategic Thinking</b> <ul style="list-style-type: none"> <li>▪ What is Strategy?</li> <li>▪ What is Strategic Thinking? Why is it important?</li> <li>▪ Breakout session and Group Presentation</li> </ul>	Avvari Mohan
10.30am	Coffee break	
10.45am	<b>What is not Strategy?</b> <ul style="list-style-type: none"> <li>▪ Operational effectiveness vs strategic positioning</li> <li>▪ Operational vs strategic management</li> <li>▪ Breakout session for case study analysis</li> <li>▪ Group Presentation</li> </ul>	Avvari Mohan
12.30pm	Lunch	
1.30pm	<b>Internal Analysis and Resourced-based View</b> <ul style="list-style-type: none"> <li>▪ The Resourced-based View of the Firm</li> <li>▪ Resources, Capabilities and Core Competencies</li> <li>▪ Breakout session and Group Presentation</li> </ul>	Avvari Mohan
3.30pm	Coffee break	
3.45pm	<b>Resources/Capabilities and Competitive Advantage</b> <ul style="list-style-type: none"> <li>▪ The Value Chain and VRIO framework</li> <li>▪ Breakout session and Group Presentation</li> </ul>	Avvari Mohan
5.30pm	Day 1 Key Take Away Points Explain the Integrated Case Study Assignment End of Day 1	Avvari Mohan
Evening	<b>Work on the Integrated Case Study</b>	

Time	Day 2 / Corporate Reporting, Costing And Corporate Budgeting	by
8.00am	Registration – Day 2	
8.30am	<b>Part one: Corporate Reporting</b> <ul style="list-style-type: none"> <li>▪ External performance of managers</li> <li>▪ Financial performance and position</li> </ul>	Jaya
10.30am	Coffee break	
10.45am	<b>Corporate Reporting (cont.)</b> <ul style="list-style-type: none"> <li>▪ Financial performance and position</li> <li>▪ Non-financial performance</li> </ul>	Jaya
12.30pm	Lunch	
1.30pm	<b>Part two: Costing and Corporate Budgeting</b> <ul style="list-style-type: none"> <li>▪ Cost, cost behavior and classification</li> <li>▪ Costing and decision making</li> </ul>	Jaya
3.30pm	Coffee break	
3.45pm	<b>Costing and Corporate Budgeting (cont.)</b> <ul style="list-style-type: none"> <li>▪ Corporate budgeting and business strategy</li> <li>▪ Budgetary control and performance measurement</li> </ul>	Jaya
5.30pm	Day 2 Key Take Away Points End of Day 2	Jaya
Evening	<b>Work on the Integrated Case Study</b>	

## Programme outline

Time	Day 3 / So You Are A Manager! What Now?	by
8.00am	Registration – Day 3	
8.30am	<b>Introduction and Workshop aims</b> <ul style="list-style-type: none"> <li>▪ Knowing what you do as a manager</li> <li>▪ Individual activity</li> </ul>	Mathew
9.00am	<b>Are you a Boss (manager) or a Leader?</b> <ul style="list-style-type: none"> <li>▪ Leader vs Manager</li> <li>▪ Leadership styles</li> <li>▪ Characteristics of a good leader</li> <li>▪ Competent team leadership = Good results</li> <li>▪ Breakout session and activity</li> </ul>	Mathew
10.30am	Coffee break	
10.45am	<b>Decision making and problem solving</b> <ul style="list-style-type: none"> <li>▪ Decoding problems</li> <li>▪ Models of decision making</li> <li>▪ Using decision techniques to optimise results</li> <li>▪ Breakout session and activity</li> </ul>	Mathew
11.45am	<b>Managing change and conflict</b> <ul style="list-style-type: none"> <li>▪ Forces of change</li> <li>▪ Barriers to change and overcoming resistance/conflicts</li> <li>▪ Managing the change cycle</li> </ul>	Mathew
12.30pm	Lunch	
1.30pm	<b>Group Activity: Integrated Case Study Analysis – Final touch-up to their presentation</b>	
2.30pm	<b>Case Study Presentation*</b> <ul style="list-style-type: none"> <li>▪ 25 minutes presentation</li> <li>▪ 10 mins Q and A</li> </ul>	Mohan Jaya Mathew
3.30pm	Coffee break (no formal break)	
3.45pm	<b>Case Study Presentation* (cont'd)</b> <ul style="list-style-type: none"> <li>▪ 25 minutes presentation</li> <li>▪ 10 mins Q and A</li> </ul>	
5.15pm	<b>Assessors to deliberate on the results</b> <b>Chief assessor to comment on the results and announce the best group</b>	Mohan Jaya Mathew
5.30pm	Key Take Away Points from the workshop End of Workshop	Mohan Jaya Mathew
5.45pm	Presentation of Certificate of Completion and Photo Session	

\* Assumed 5 groups (of 3-4 participants)



# Programme registration form 2019

## Developmental programme for new managers

23-25 July 2019

University of Nottingham Malaysia

### Fee

RM4,800. The programme fee covers accommodation, tuition, case materials and tea breaks.

### Registration and payment

The registration form must be fully completed and signed and must be received by Nottingham University Business School before **21 June 2019** together with your payment.

A/C Name: The University of Nottingham in Malaysia Sdn Bhd

Bank: HSBC Bank (M) Bhd

Bank Address: KL Main Office, 2 Lebu Ampang, 50100 Kuala Lumpur

Branch: Kuala Lumpur

Swift Code: HBMBMYKL

Account No.: 301-879391-101

Please send the registration form together with payment details to:

Nottingham University Business School

University of Nottingham Malaysia

Jalan Broga, 43500 Semenyih, Selangor, Malaysia

### Human Resources Development Fund (HRDF) claims

- The course fees may be claimed under Skim Bantuan Latihan (SBL) of HRDF subject to terms and conditions.
- Organisations wishing to claim HRDF can submit this brochure to HRDF for approval. The brochure contains the necessary information for HRDF to process.

### Terms and conditions

If the designated participant cannot attend the workshop, a substitute attendee is permitted. However if a confirmed participant or substitute attendee does not attend the workshop, the fee is still liable in full.

Changes in the workshop date, venue, time, trainers and fees can occur from time to time and the organiser reserves the right to reschedule/cancel the workshop and/or amend any information in this brochure. In any circumstances, the organiser's liability is limited only to the refund of paid registration fee.

### Certificate of completion

Upon completion of the programme you will receive a Certificate of Completion from the University of Nottingham Malaysia.

The University of Nottingham in Malaysia Sdn Bhd  
is a HRDF Certified Training Provider.



The University of Nottingham has made every effort to ensure that the information in this leaflet was accurate when published. Please note, however, that the nature of the content means that it is subject to change from time to time, and you should therefore consider the information to be guiding rather than definitive.

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e: [alternativeformats@nottingham.ac.uk](mailto:alternativeformats@nottingham.ac.uk)

# General information

Programme name

Full name

Name you want to be referred to

Male/female

IC number (passport for non-Malaysians)

Nationality

Date of birth (day/month/year)

Position in organisation

Department in organisation

Name of organisation

Address of organisation

Work telephone number

Mobile telephone number (personal)

Email (office)

Email (personal)

# Objectives

What do you hope to gain from this programme?

## Work experience

Please list your job roles starting with your current position. If all positions are in the same company, please give the major promotional sequence.

Name of organisation	Last position	From (year)	To (year)

## Education

Please list highest qualifications obtained.

Name of institution	Qualification	Year obtained

## Administration

Do you require a vegetarian diet?  Yes  No

How did you learn about this programme?  Website  Email notification  Other (please specify)

I confirm that all the information provided in this application is accurate:

Signature of applicant

Date (day/year/month)